

**To:** Marcelo Villagomez[mvillagomez@santamonicabay.org]; Tom Ford[tford@santamonicabay.org]; hburdick@santamonicabay.org[hburdick@santamonicabay.org]  
**Cc:** Martin, Molly[Martin.Molly@epa.gov]  
**From:** Yelensky, Erica  
**Sent:** Thur 5/4/2017 10:19:57 PM  
**Subject:** Time to discuss FY 18 Santa Monica Bay NEP work plan and financials

Hi Everyone,

This is a follow-up to your discussion with Molly last week about providing more detail around work plan tasks, outputs, environmental outcomes, and how 320 funds, including match if possible, are divvied up among your major tasks.

Can we set up a time next Monday or Tuesday to talk?

My schedule is fairly open on both days.

Monday 10 AM – 5 PM

Tuesday 9:30 AM – 4 PM.

Thanks in advance.

Best,

Erica

Disclaimer: This message was written with voice activated software. It may contain errors. Some of them might be interesting. Observe the context and the meaning will, hopefully, be obvious.

Erica Yelensky  
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<http://www2.epa.gov/sfbay-delta/sf-bay-water-quality-improvement-fund>

I use speech recognition software. Please excuse random word choices.

**From:** Marcelo Villagomez [mailto:mwillagomez@santamonicabay.org]

**Sent:** Friday, April 28, 2017 2:18 PM

**To:** Martin, Molly <Martin.Molly@epa.gov>; Tom Ford <tford@santamonicabay.org>

**Cc:** Yelensky, Erica <Yelensky.Erica@epa.gov> how you **Subject:** Re: Request for financial

Hi Molly,

Thanks for the template. I think Tom mentioned a few times to switching to a type of cost accounting and budgeting that would handle what you are proposing. A lot of the items from the list are easy, others will require more effort for sure and cooperation from non TBF entities. Since we don't have historical numbers in that format we can estimate for the coming budget year.

Also, making an investment in software for this purpose makes sense to me, as well as staff training and education.

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**From:** Martin, Molly <Martin.Molly@epa.gov>

**Sent:** Friday, April 28, 2017 4:37:22 PM

**To:** Marcelo Villagomez; Tom Ford

**Cc:** Yelensky, Erica

**Subject:** Request for financial

Hi Marcelo,

I had a talk with Tom today about the need to add some additional financial information to the FY 18 workplan.

I know you normally send with the application a more detailed budget, please do that as well. However, in addition, this is a request for more information on the project/task level.

See attached spreadsheet.

This is by no means the format you need to use, because I am sure you keep this information in different way, but thought it may be a helpful start and is consistent with our records.

You may or may not pay attention to the 'dummy' column which I used to characterize the tasks; 1 being really hands on and 'big ticket', 2 being projects that are phasing out or may have less resources associated, and 0 were strictly coordination/meetings/grant seeking type activities which may or may not have funding associated (potentially 320 staff time?).

Also, I recognize the way these are split into tasks funding may be harder to articulate, so feel free when it makes sense to merge and center and provide one budget figure rather than per task (see example Boater Education Program)

See SFEPs workplan- <http://www.sfestuary.org/wp-content/uploads/2012/09/ICMeetingPacket030117sm.pdf>

Scroll to page 55. This level of information is suitable and we understand these are estimates.

I have ccd Erica Yelensky here who will be taken over as EPA Project Officer for the grant as well. She will be introduced to you and other staff at the upcoming 5/15 staff meeting and hopefully in person at the June GB meeting. Erica has a wealth of experience working with grants and will be working with you on finalizing this or a similar document.

Miss you all already.

Best regards and have a good weekend!

Molly Martin

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US EPA, Region 4



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